



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
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IN REPLY REFER TO

NAVAIRINST 4650.8B
AIR-7.1.1
8 Oct 96

NAVAIR INSTRUCTION 4650.8B

From: Commander, Naval Air Systems Command

Subj: PROLONGED TEMPORARY DUTY

Ref:: (a) JTR Joint Travel Regulations
(b) NAVCOMPT Manual, Volume 7
(c) OCPMINST 12570.2 of 5 Sep 91

Encl: (1) IRS Statement Concerning Income Tax and Long-Term TDY
Assignments
(2) Listing of Personnel in Prolonged Temporary Duty Status
(Format)

1. Purpose. To establish Naval Aviation Systems Team (TEAM) requirements and policy for approval of prolonged temporary duty (TDY) travel. For the purposes of this instruction, TDY in excess of 45 days is prolonged TDY.

2. Cancellation. This instruction supersedes NAVAIR Instruction 4650.8A of 24 February 1988. Since this is a major revision, changes have not been indicated.

3. Scope. The provisions of this instruction apply to all TEAM sites and personnel, including those hosting non-TEAM personnel on TDY to TEAM sites.

4. Background. TDY consists of assignments of a temporary nature away from an employee's permanent duty station. Extended TDY assignments entail large expenditures of travel and per diem funds and may promote continuing inefficiencies in work assignments. Prudent management of travel and per diem is essential due to the potential for fraud and abuse in the expenditure of government funds for this purpose. Alternatives to prolonged TDY are Permanent Change of Station (PCS), reassignments, and prudent utilization of field sites and research and development centers.

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5. Policy

a. Federal Government and Navy policy for travel established by references (a) and (b) apply, as appropriate, to prolonged TDY for TEAM personnel unless otherwise noted.

b. Travel in excess of 1 year will be considered PCS unless extenuating circumstances apply. Comptroller General decisions on TDY or PCS issues have consistently stated that, generally, TDY in excess of 1 year is not justified. To gain an exception to this general rule, a thorough cost comparison of TDY versus PCS must be conducted. This cost comparison must be based on actual data for specific individuals going on travel, and not a standardized TDY or PCS computation. The comparison must conclusively show the cost of TDY assignment to be equal to or lower than PCS. The decision to utilize TDY must be further supported by the nature of the assignment and its duties, which must be specifically short term in nature and with a definitive project or product end-date. Gains in management flexibility, employee morale, etc., must also be considered when considering TDY. While formal cost comparisons are mandatory for TDY over 1 year, abbreviated comparisons are advisable for all prolonged TDY. Enclosure (3) to reference (c) will be used for all formal cost comparisons when requesting TDY in excess of 1 year.

c. Reference (a) limits subsistence payments to 55 percent of the maximum daily amount for training assignments of more than 30 days or TDY assignments of 180 days or more. Prolonged TDY may still be performed and should be compensated at reduced rates if: (1) adequate facilities can be found and/or arrangements can be made by the traveler or the site at a reduced rate, and (2) the reduction in rate is understood and accepted in writing by the traveler prior to the approval of the prolonged TDY. Section C4550 of reference (a) provides a sample of situations for reducing per diem rates and procedures for approval of assignments.

d. TDY that exceeds 45 days duration is under the close scrutiny of the review and audit offices of the Navy, the Office of the Secretary of Defense, and the Congress. The potential for abuse of prolonged TDY makes its control the responsibility of the highest levels of the TEAM

corporate management and should be cautiously delegated. Prolonged TDY, therefore, will be monitored closely, and approved only within the guidelines provided in paragraph 7 of this instruction.

6. Guidelines. The following guidelines apply to the management and control of prolonged TDY:

a. Prolonged TDY assignments will be restricted to the minimum time necessary to accomplish the intended purpose.

b. Reimbursement will only apply to the necessary TDY expenses incurred in the conduct of official business.

c. Reference (b) guidance will be adhered to regarding the proper appropriation to fund TDY. Since most TDY travel requirements arise in connection with the operational and administrative functions performed, they are generally funded by the same funding source which supports the day-to-day operations of the site to which the employee is assigned.

d. Timely submission of travel vouchers (DD Form 1351-2) after completion of travel will be enforced. If vouchers are not submitted as required and there are no extenuating circumstances, continue with the established procedures of reference (a) within the specified time.

e. All prolonged TDY assignments, including the review of travel claims, will be closely monitored by the traveling employee's site.

f. TEAM sites will strictly enforce the reporting and collecting of delinquent travel advances.

g. All communication with the Office of Civilian Personnel Management (OCPM) related to prolonged TDY assignments, extensions, etc., shall be conducted through the Naval Air Systems Command Headquarters (NAVAIRHQ) (AIR-7.1.1).

h. All TDY in excess of 1 year, including travel which is directly related to official training or developmental assignments, will be subject to the guidelines listed herein. Examples of training or developmental assignments include, but are not limited to, Senior Executive Management Development Program (SEMDP), Navy Science Advisory Program (NSAP), Navy Scientific and Technical Exchange Program, collegiate assignments, etc.

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i. Requests for extending TDY assignments in excess of 1 year will be submitted to the Office of Civilian Personnel Management (OCPM) (Compensation Division), via the Deputy Commander, Naval Air Systems Command (AIR-00A) and the Strategic Resource Management Support Division (AIR-7.1.1). Requests will be submitted not later than 45 days prior to the conclusion of the original 1 year assignment. Requests for extension which are not received within this 45-day timeframe or are received subsequent to the completion of the original assignment will be disapproved.

j. All requests for extending TDY assignments in excess of 1 year will include the following: written justification for extending the assignment (e.g., program impact); TDY versus PCS cost comparison (enclosure (1) to reference (c)) recalculated from the first day of the initial assignment; copies of all travel orders; and a signed copy of enclosure (1). Traveling employees must be counseled regarding the Internal Revenue Service Code 162 ruling concerning the issue of taxability of per diem payments for travel exceeding 1 calendar year.

k. All extension requests will be processed through the appropriate TEAM chain of command.

l. To ensure TDY is not viewed as continuous in nature, and to alleviate any perception of impropriety, travel by an individual employee to the same geographical site will be separated by no less than 6 months from the end of the original assignment and the start of the new assignment, if the combined assignments will exceed 1 calendar year. Situations of this nature will be closely monitored. Failure to allow for this 6-month separation between multiple assignments which total or exceed 1 year will be viewed as a single assignment exceeding 1 year, will require NAVAIR and OCPM approval (paragraph 6.i above), and will include the required documentation required by paragraph 6.j above.

m. Requests for prolonged TDY assignments in excess of 2 years total will not be approved. Assignments requiring more than 2 years should be considered for PCS.

7. Approval Authority

a. All travel exceeding 1 year must be endorsed by the Deputy Commander, Naval Air Systems Command (AIR-00A) prior to submitting to OCPM for final approval. This includes all previously approved extensions. No further delegation is authorized.

b. Prolonged TDY

(1) NAVAIRHQ. The Level 1 Competency Leaders are authorized to approve prolonged TDY not to exceed 1 year for personnel under their cognizance for the programs and under the conditions established below:

(a) Assignments of 1-year duration or less, involving established development, training and exchange programs (e.g., SEMDP, NSAP, etc.), as well as command sponsored long-term training courses at institutions such as the Defense Systems Management College or the Naval Postgraduate School.

(b) Standard Navy technical training courses not exceeding 1 year.

(c) Engineering and technical support provided by Navy civilian technical specialists to fleet operational units and foreign military sales cases when assignments do not exceed 1 year.

(2) TEAM Field Sites. The Level 1 Competency Leaders are authorized to approve prolonged TDY not to exceed 1 year. Delegation of this authority to site competency leaders may be authorized when submitted in writing by the Level 1 Competency Leader to AIR-7.0.

8. Action. Action addressees will maintain a central file of approved assignments, and provide to NAVAIRHQ Strategic Resource Management Support Division (AIR-7.1.1) a semi-annual listing of TEAM personnel in prolonged TDY status using the format shown in enclosure (2). This report is due on or before the 15th of January, covering the period of 1 July through 31 December and on or before the 15th of July, covering the period of 1 January through 30 June. The listing will also identify

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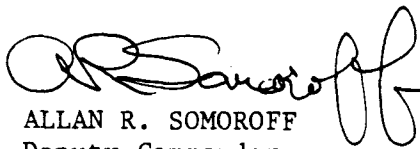
non-TEAM personnel on TDY to TEAM sites and offices. Negative reports are required. Reports may be submitted to AIR-7.1.1 by formal correspondence, electronic mail or facsimile.

9. Reports. Report Symbol NAVAIR 4650-1 has been assigned to the reporting requirements in paragraph 8 and is approved for 3 years from the date of this instruction.

10. Forms

a. NAVAIRHQ. DD 1351-2, Travel Voucher or Subvoucher, may be obtained from the NAVAIRHQ Forms Stock Room (AIR-7.2.5.4).

b. TEAM Field Sites. DD 1351-2 (Rev 10/91), Travel Voucher or Subvoucher, Stock Number 0102-LF-016-2900, shall be ordered per CDROM NAVSUP Pub 600 (NLL).


ALLAN R. SOMOROFF
Deputy Commander

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**IRS STATEMENT CONCERNING INCOME TAX AND
LONG-TERM TDY ASSIGNMENTS
(Sample Letter)**

12570
Ser.....

From: (Employee's Full Name)
To: Director, Compensation Division, Office of Civilian Personnel
Management
Subj: IRS STATEMENT CONCERNING INCOME TAX AND LONG-TERM
TDY ASSIGNMENTS

1. I am aware of the Internal Revenue Service policy which states employees must be made fully aware of their income tax liability if their temporary duty assignment is more than 1 year. I also understand that if my assignment is for more than 1 year, my tax liability starts at day 1 of the second year and will continue throughout the length of the extended TDY assignment.

(Typed Name and Signature)

Encl (1)

LISTING OF PERSONNEL IN PROLONGED TEMPORARY DUTY STATUS (Format)
(Report Symbol NAVAIR 4650-1)

| NAME OF INDIVIDUAL | PARENT SITE (CODE) | TDY SITE | PERIOD FROM / TO | DAYS/MONTHS | SUBSISTENCE RATE | PURPOSE | NAME & TITLE OF APPROVING OFFICIAL |
|-----------------------|-----------------------|----------|---------------------|-------------|---------------------|---------|---------------------------------------|
|-----------------------|-----------------------|----------|---------------------|-------------|---------------------|---------|---------------------------------------|

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